



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7431 TDD (304) 284-7512
www.morgantownwv.gov

May 25, 2016

**RE: CU16-04 / Kozak / 633 Astor Avenue
Tax Map 40, Parcel 542**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

James Kozak has submitted a **Conditional Use** petition for property located at 633 Astor Avenue. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

**Wednesday, June 15, 2016 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street**

Project Description:

The petitioner seeks to establish a "Class 2, Home Occupation" use at 633 Astor Avenue. The petitioner's home-based business will provide a commercial kitchen in the basement garage of the single-family dwelling for the purpose of preparing and bottling sauces that will be sold off-site. Although no customer visits to the dwelling will occur, conditional use approval by the Board of Zoning Appeals is required because merchandise delivery is anticipated to be more than what is customarily associated with "Class 1 Home Occupation" uses.

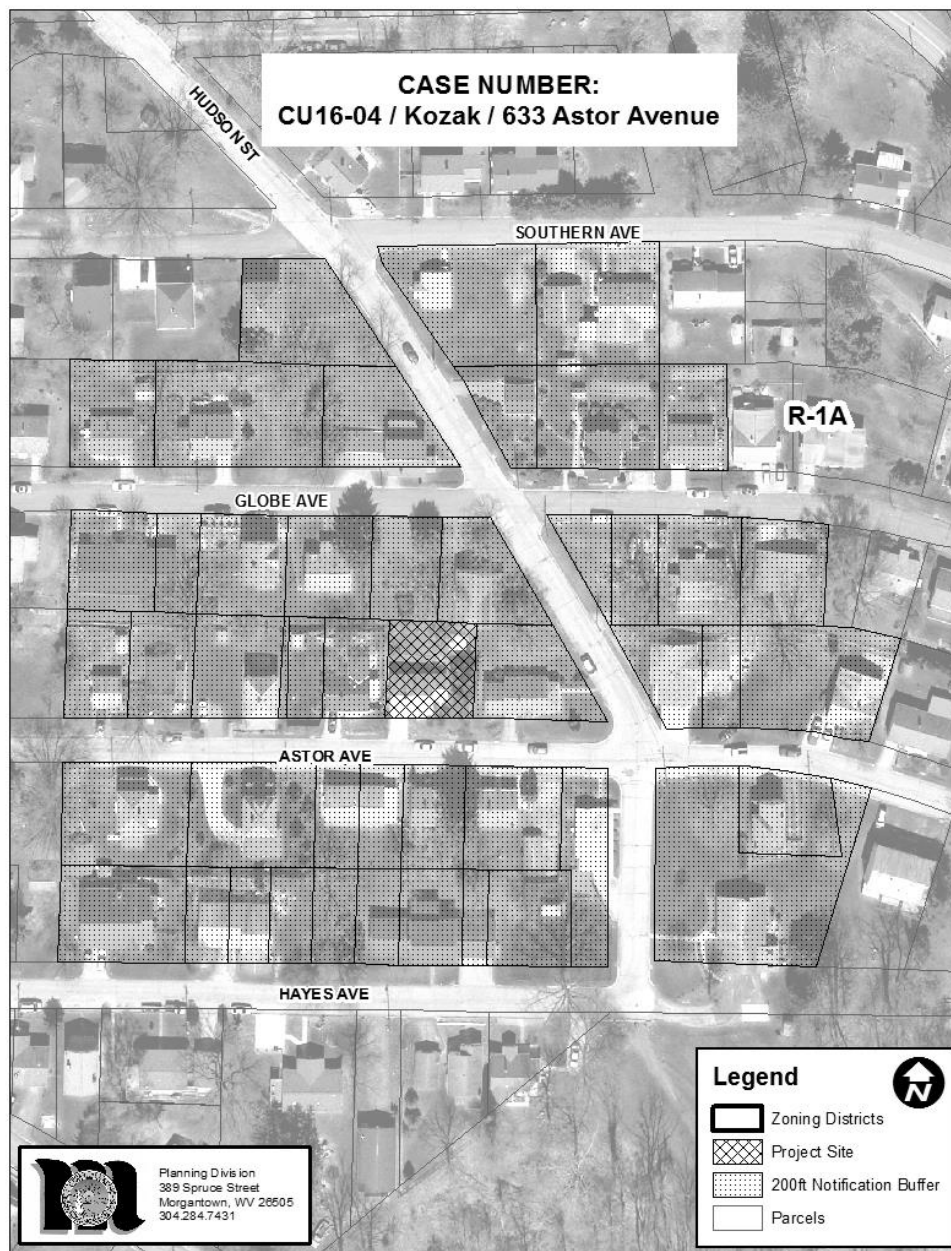
Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to shollar@morgantownwv.gov. Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, www.morgantownwv.gov, approximately one week before the hearing.

Respectfully,

Stacy Hollar
Executive Secretary

Enclosure: Site map



Members of the public may participate in an existing case before the Board of Zoning Appeals in several ways:

1. Provide a written submission (evidence such as reports, photographs, etc.) while the record is open. Evidence supporting the granting or denial of an application may be submitted to the Office of the Planning Division up to five (5) days prior to the public meeting. Written evidence submitted after the deadline cannot be considered by the BZA unless the BZA finds good cause exists to admit additional evidence at the time of the hearing.
2. Provide written comments for the public hearing. Written comments may be submitted to the Office of the Planning Division prior to the public meeting OR by presenting them to the BZA Chair at the hearing. Written comments that are lengthy but not considered evidence can be submitted up to five (5) days prior to the public meeting to allow ample time to distribute them to members of the BZA with sufficient time for review.
3. Offer testimony during the public hearing portion at the BZA meeting. All speakers are limited to five (5) minutes. If there is a large number of speakers, including many who are part of groups or organizations, the BZA Chairperson may, to avoid repetitive comments, elect to ask a representative to speak on behalf of the group or organization.